Delaware Emergency Management Agency
Terrorism Preparedness Section

SOP Checklist

Process: Sub-Grant Application Processing				
Step	**Action**	**File**	**Who**	**Comp**
1	Planner receives sub-grant application		Planner	
2	Planner reviews sub-grant application for completeness, the five "W"s, and locates the project/equipment on the Authorized Equipment List (AEL)		Planner	
3	Planner writes grant program, year, ISIP approved amount and planner name at the top of the application		Planner	
4	Planner enters sub-grant into the Tracking System Correspondence Spreadsheet (located J:\Grant Program\Section Administration\Tracking System Correspondence)		Planner	
5	Planner enters sub-grant into the Terrorism File Plan to get the assigned file location number (located: J:\Grant Program\Section Administration\File Management\Terrorism File Plan)		Planner	
6	If approved by the planner, they create the Sub-grant Acceptance Statement and the Sub-grant Award letter		Planner	
7	The assigned planner enters the sub-grant information in the Sub-grant database.		Planner	
8	The Acceptance Statement, Sub-grant Award letter, Sub-grant Application, and all of the supporting documentation (specs, quotes, etc.) are placed in a red folder and given to the WMD Administrative Specialist		Planner	
9	The Administrative Specialist will determine if a Memorandum of Understanding (MOU) is needed and creates one to be included in the sub-grant award package.		WMD Administrative Specialist	
10	The Administrative Specialist creates a circulation sheet and attaches it to the front of the red folder prior to circulating through the chain of command for approval and signature (located: J:\Grant Program\Section Administration\circ sheets\Circ. Sheet for Sub-grant Approval)		WMD Administrative Specialist	

11	Once the chain of command has reviewed the package and the Director or Deputy Director have signed the Sub-grant Application, Award letter, and Acceptance Statement, the WMD Administrative Specialist copies the Sub-grant Application, Award letter, and Acceptance Statement. The original Sub-grant Application and copies of the Acceptance Statement and the Award Letter are kept in the file at DEMA; the copy of the approved Sub-grant Application and the originals of the Acceptance Statement and the Award Letter are mailed to the sub-grant requestor.		DEMA Chain of Command and WMD Administrative Specialist	
12	The Administrative Specialist enters a note in the Sub-grant database that the package has been mailed and follows up to make sure the signed package is received back.		WMD Administrative Specialist	
13	When the signed Acceptance Statement and Award Letter are returned, the WMD Administrative Specialist creates a brown file for the Sub-Grant using the file number assigned by the planner.		WMD Administrative Specialist	
14	The WMD Administrative Specialist makes copies of the documents in the brown file and places them in a red file and gives them to the assigned planner.		WMD Administrative Specialist	
15	The planner sends an email to the Point of Contact (POC) notifying them of the due date for their first Progress Report and Payment Voucher.		Planner	